

Original Issue: April 4, 2017

I. Facilities Management Goods/Services Order Procedure

- A. All purchases of goods or services are to be routed to ASU for centralized purchasing through the "Facilities purchasing team".
- Purchases less than or equal to \$4,999 require advance notice that should be routed to ASU through an email request to asu@albany.edu or through the completion of a "P-Card Order Form" that can be completed and submitted on-line through the Facilities Management webpage http://www.albany.edu/facilities/asu/asu_form.html (see below for order request requirement details).
 - If the purchase amount exceeds the P-Card limit (>\$4,999), then a standard **Purchase Requisition Form** will need to be filled out by the requester and delivered to Administrative Services Unit to be processed.
 - Shop staff will use pick tickets to pull inventory out of the warehouse and directly charge material costs to the appropriate work order and phase.
- B. **Order Requests** should be placed by supervisors or project managers within their respected department and submitted via email or the P-Card Order Form. Requesters need to verify with vendor that they accept P-cards before submitting requests to ASU, and must make sure the vendor does not proceed unless they have a Purchase Order number or ASU has called in to provide P-card authorization. Requests are to be filled-out in detail by the purchase requester listing all pertinent information regarding the purchase including:
- Quote
 - Work order number
 - Account number
 - Purchase requester name and shop information
 - Date
 - Vendor information and Fed ID
 - Delivery or pickup terms
 - Cost amount (P-card limits are \$4,999 and we cannot split an order)

Requesters should double check entered information to ensure accuracy and decrease the potential for incorrect pricing, part numbers, etc., and increased ordering time.

If an order is changed or cancelled, requester must notify ASU accordingly.

Back-up material, supporting information, receipts and packing slips should be provided by fax (442-2614) or delivered to ASU in a timely manner. The Purchase requester should clearly state on the supporting documentation original order details. This process will decrease duplication and streamline work flow.

- C. The Facilities purchasing team is staffed with a Project purchasing agent and an Operating/Maintenance purchasing agent with appropriate back-up.
- D. Upon receipt of an order request, the appropriate Facilities purchasing team will check the appropriate project or operating account balance to ensure funds are available to cover the cost of the purchase.
- E. If an appropriate State expense, ASU staff will check for availability of State contract.

- F. Purchases over \$1,000 will be elevated to an appropriate designee for approval.
- G. The Facilities purchasing team will process the purchase via phone, internet, or fax, as appropriate, to the vendor. Facilities purchasing staff will utilize a centralized procurement card to make payment on the item(s), and establish delivery or pick up arrangements. When orders are via phone, the credit card receipt signature line should indicate "phone order".
- H. The Facilities purchasing team member will communicate back to the purchase requester, either through email or phone call, all of the necessary information to finalize and complete the purchase.
- I. It is at the discretion of the requester and vendor specifications whether pick-up or delivery of the purchase items is most advantageous. If pick up is necessary, it is the responsibility of the shops to assign the task of collecting the purchase items.
- J. It will be the Facilities purchasing team's responsibility to obtain all necessary purchase documentation in hard copy from the purchase requester and/or vendor via phone, email, or fax.
- K. After completion of a purchase (i.e., delivery or pick up), the Facilities purchasing team will enter all purchases posted to their individual p-cards as an external charge posted against the work order.
- L. On no less than a weekly basis prior to certification, the Facilities purchasing team will use the mainframe system to sweep eligible expenditures from the procurement card default accounts to the appropriate operating or project account. *Strong adherence to this process will help alleviate unintended account deficits, reduce the number of expenditure transfers sent to the University Accounting Office, centralize account activity, and allow for better management of account activity and balances.*
- M. The Facilities purchasing team will retain and maintain documentation of all original receipts, procurement card statements and certification pages for post audits.
- N. The Facilities purchasing team will certify and reconcile his/her procurement card on a monthly basis and abide by all University and NYS Procurement Card Guidelines.

Please Note

- O. Original Invoices should NOT be paid using the on-line form. Invoices should be faxed (442- 2614) or delivered to the ASU physical mailbox in SBA. This process will decrease duplication and streamline work flow.
- P. Original contract invoices should be delivered to SBA, to the Contract Specialist so that they can be processed.

II. Procurement Card (P-Card) Audit Procedure

- A. The procedures below are designed to ensure compliance with University and State requirements for continued operation of the P-Card program.
- B. Per previous and signed agreements necessary to retain a P-Card, the cardholder will certify monthly.

- C. A printed copy of the cardholder's certification page, the current month's statement, and all corresponding original receipts shall be submitted to their supervisor for review and signature on a monthly basis immediately following the certification process.
- D. Any potential future audit conducted by the University's Accounting Office or the Office of State Comptroller (OSC), for those monthly certification, statements, and corresponding receipts held by ASU will be facilitated through ASU. ASU is not responsible for any audits that find inappropriate p-card activity outlined in the Citibank Procurement Card Guidelines. If inappropriate p-card activity is determined through an audit it is the responsibility of the p-card holder.

III. Contacts

For questions regarding this policy as it pertains to Facilities Management, please call ASU at 442-3416. For questions regarding the general P-Card program at the University, please call the Accounting Office at 442-3195.